

30 November 1959

MEMORANDUM FOR: ERA Recruiters

SUBJECT: Correspondence with ERA Recruits, 1959

1. The same procedure for priority processing of ERA recruit cases will be followed this year as was followed in 1958. This special handling at all stages by the Offices of Personnel and Security enables our recruits to receive final clearance considerably faster than routine cases.
2. The Office of Personnel has again agreed to notify the ERA of the substance of all correspondence or other contacts which any recruit initiates with the Agency during his processing period. By this means, we often become aware of waning interest on the part of the recruit in time to take appropriate action, for example a special letter, phone call, personal contact by the field recruiter, or an invitation to visit headquarters. In return for this special cooperation, ORR will inform the Office of Personnel of all contacts which we have with the recruits.
3. Again this year ERA recruiters will prepare some of the correspondence which is sent out by the Office of Personnel in routine cases. There are two types of letters which we will be asked to write: one is to encourage those candidates who have not yet returned the forms, to do so as soon as possible; the other is to maintain contact at the professional level with our recruits during the long period between our initial interviews in the field and their eventual clearance for CIA employment.
4. Attached are four sample drafts. It is suggested that the guide drafts be followed insofar as possible, although personal touches referring to your previous contact with the individual are encouraged. Each ERA recruiter is requested to prepare, in the immediate future, letters to his recruits who have not yet returned the forms given them. These letters should generally follow Sample Letter No. 1, attached. The remaining three letters will be sent only to recruits in process: Sample Letter No. 2, shortly after process initiation has begun; No. 3, after the individual has been in process 60 days; and No. 4, as soon as the processing has been successfully completed and the applicant has notified the Agency of his EOD date. In the event that the Office of Security believes that any case will require more than 90 days of processing, ORR and the Office of Personnel will consult to determine what form the Agency's next contact with the recruit should take. The ERA recruiter and the division chief concerned will then be consulted as to appropriate action.

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5. St/PR will be responsible for notifying recruiters when each type of letter is due in each case. Letters should be prepared on Agency letterhead and submitted signed, but not dated, to St/PR, which will forward them through St/A to the Office of Personnel for mailing. An original and five copies are required for forwarding. Distribution is as follows: Orig. - Addressee; 1 - OP/Corres.; 1 - SRB recruiter (by name); 1 - OP/POD/[REDACTED] 1 - St/PR; 1 - St/A. It is emphasized that any telephone calls or other contact which ERA personnel have with recruits, or with any non-CIA individual concerning any recruit, must be reported immediately in a memorandum of conversation in an original and 5 copies to St/PR, since this is the only way in which all Agency components concerned can be kept fully informed of the current status of individual cases.

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Deputy Chief, Economic Research Area

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Sample Letter No. 1
(Follow-up to interview, before
recruit submits forms)

(CIA Letterhead)

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You will recall the interview which I had with you in [appropriate month]. Upon returning to Washington we found a definite interest in you, on the basis of the general data which we were able to provide from our interview.


I realize that the application papers are rather formidable in appearance, but we must have the completed forms in order to consider your qualifications against a specific vacancy. By submitting the application forms as soon as possible, you will be able at an early date to compare any offer from us with other employment alternatives you may have. Moreover, as I think we told you in [appropriate city], our processing period is a long one and, unfortunately, you will not be able to enter on duty with the Agency until this processing period is completed.

In the event that you have already mailed your completed application forms to our local representative, [SRB recruiter's name], please disregard this letter. Your application will undoubtedly be received here within a few days and will be promptly reviewed against our specific personnel requirements.

We hope to hear from you in the near future. Please feel free to contact the Agency, either through me or through [SRB recruiter], if you have any questions regarding employment here.

Sincerely yours,

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Sample Letter No. 2

(Shortly after process initiation)

(CIA Letterhead)

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In following up our interview of last [appropriate month], I have learned that our Director of Personnel has written to you advising you that the actual processing of your application has been started. I am pleased that we have been able to locate a definite position for you which is well suited to your interests and training.

As you were told, our processing procedures are rather time-consuming. However, I trust the waiting period will not exceed three to four months. The Office of Personnel will keep you informed during this period of the status of your case, and I, too, will be in touch with you again.

In the interim, if we can be of any assistance, please do not hesitate to write to our Director of Personnel, attention of [redacted] or directly to me.

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Sincerely yours,


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Sample Letter No. 3
(Sixty days after process initiation)

(CIA Letterhead)

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I know that our Personnel Office is keeping you informed of the status of your case. However, I would like to supplement the official correspondence with a personal note to assure you of our continued interest in you. After talking with you and reviewing your application I am personally convinced that you can make a useful contribution here, and that you will find the experience stimulating and rewarding. I trust that the necessary processing will be completed within the next thirty to sixty days.

If you have any questions of a professional nature, I would be pleased to be of any help to you that I can. If your questions concern personnel matters, however, please write to our Director of Personnel, attention of 

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Sincerely yours,

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Sample Letter No. 4
(Shortly after notification of EOD date)

(CIA Letterhead)

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I am certainly delighted to learn from our Office of Personnel that you will report for duty on [appropriate date].

I feel sure that your work here will make the most of your special talents and that you will find the Agency offers an unusually attractive career opportunity. Please be assured that we look forward to having you with us.

I would be happy to be of any assistance I can at any time before you arrive.

Sincerely yours,

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